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1 July 1946

TO: 25X1
 Executive to the Director
 Central Intelligence Group

SUBJECT: Space

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Class. CHANGED TO: TS S (C)

DDA Memo, 4 Apr 77

Auth: DDA REG. 77/1763

Date: 23 MAR 1978 By: 024

1. In reply to your memorandum dated 27 June 1946, Subject: Space Survey, I wish to furnish the following information and comments:

Building	Gross Space In Building	Non-Working Space	Net Office Space Occupied	Number of Personnel	Sq.Ft. Per Person Based on Present Occupancy
North					
Central					
Administration					
South					
Que					
Totals					

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2. On the basis of reassignments of space assigned to this agency at the present time, it is intended that the following information will indicate where adjustments are to be made:

Building	Space Available For Reassignment	Sq.Ft. Per Person After Reassignment of Avail- able Space
North		
Central		
Administration		
South		
Que		
Total		

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3. With respect to the several buildings, I would like to make the following comments:

a. North Building - The space available in this building is scattered, there being a total of four rooms available for assignment, two on the First Floor and two on the Second Floor.

b. Central Building - This entire building will be vacated within the next few days, with the exception of the basement. All of the office space on the First and Second Floors will be available for reassignment.

c. Administration Building - The occupancy of this space at the present time is comparatively poor because of the limited number of personnel who, due to position and activity to which they are assigned, can be physically located in this building. If it is desired that certain select personnel be assigned to work in the Administration Building, whose positions and activities justify assignment of space in that building, I am sure that a reasonable number of additional personnel could be located there.

d. South Building - The space which could be made available in this building is also scattered, there being three rooms on the First Floor, three rooms on the Second Floor, and one room on the Third Floor. Due to the nature and size of the activities now occupying space in this building, as well as the occupancy of space by the Reproduction Unit of the State Department, it is impractical to make reassignments in a manner which would make all of the space available for reassignment in one area. However, if space is actually desired in this building, further efforts will be made to make a readjustment in order that this can be done.

e. Que Building - Due to the recent reorganization of the intelligence activities of SSU, it has been impossible to physically relocate the activities according to the new organizational structure. However, a plan has evolved, based upon the organizational picture, which makes it possible to make available for reassignment in this building [redacted] feet of space. The principal difficulty in connection with the intelligence activities of SSU is the large amount of non-working space in this building, which is required for files and special equipment. The non-working space in this building, i.e. other than office space, totals [redacted] feet. As you know, the very nature of these activities require a considerable amount of what is considered to be non-working space. Also, included in this figure is space for training and confidential interviews, although the amount of space made available for this purpose has been kept to an absolute minimum. The planned reassignment of space is based upon the number of personnel expected to be in these activities on 1 August 1946. It is

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expected that the total personnel on duty at that time to occupy space in this building will be, including the Registry activity, [REDACTED] employees, civilian and military. I recognize that the square footage per person in Que Building will not meet the requirement [REDACTED] feet per person as you requested; however, I believe that the present plan will make the most efficient possible use of the space involved considering the nature of the activities to be housed.

4. As of 1 August 1946, it is expected that the space assigned to this agency will average for office space [REDACTED] square feet per person. 25X1 have found it impossible, in view of the situations existing in the Administration and Que Buildings, to make any further readjustment or more efficient use of the office space assigned.

5. You will note from the above table that a total of [REDACTED] feet of office space will in the near future be available for reassignment.

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[REDACTED]

Colonel, Infantry
Director

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[REDACTED] :mow